Multiple Jobs/Multiple Approvers

1. Ecotime limits the system approval to the 1st Supervisor/Timekeeper or Delegate to log in and approve the time, even though time submitted is for multiple jobs
2. Employees with multiple jobs will report their time on 1 timesheet:
   a. Select the **day**, enter **hours in**, **hours out**, and **meal break**
   b. Select the job in the **Appointment** drop down that represents the hours entered

3. The **Appointment** selection includes the **Title Code**, **Title**, **Department** and **Pay Rate**, so employees can easily distinguish for which job they are reporting hours

1st Approver Procedure

1. When a Supervisor/Timekeeper or Delegate logs into Ecotime, there will only be 1 approval checkbox
2. The 1st approver will follow these steps
3. Open Web Browser, enter Ecotime URL
4. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
5. Select **Manager** Tasks, select **Employee Timesheets**, select **Period**, defaults to current pay period, click **go**

6. Manager dashboard displays (image is partial view of dashboard)

7. In this example, the employee has completed their timesheet
8. For employees that have multiple appointments there is only 1 approval per employee, per timesheet, as shown
9. The Supervisor/Timekeeper or Delegate will review timesheet, select **Approve** and click **Submit**
Multiple Jobs/Multiple Approvers

2nd or 3rd Approver procedure

1. When a Supervisor/Timekeeper or Delegate logs into Ecotime, there will only be 1 approval checkbox
2. The 2nd or 3rd approver will follow these steps
3. Open Web Browser, enter Ecotime URL
4. If Single Sign On displays, enter Active Directory User Name and Password, click Login
5. Select Manager Tasks, select Employee Timesheets, select Period, defaults to current pay period, click go

6. Manager dashboard displays (image is partial view of dashboard)

7. In this example, the employee has Completed their timesheet and the 1st approver has Approved and Submitted the timesheet (image shows Unapprove as only option)
8. For employees that have multiple appointments there is only 1 approval per employee, per timesheet, as shown
9. Click on employee link to open and review timesheet
10. Verify hours submitted
11. In upper right hand corner of screen, click on Notes icon

12. The Notes dialog box displays, enter suggested note:
   Timesheet Approved for pay period ending (date) – your name
13. Click Submit Note

Reminders

- Ecotime limits the system approval to the 1st Supervisor/Timekeeper or Delegate to log in and approve the time, even though time submitted is for multiple jobs
- All Managers should review and approve time
- Employees with multiple jobs will report their time on 1 timesheet